



# City of Tempe

## SENIOR ASSISTANT CITY ATTORNEY

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	452	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$115,480
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$155,122
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### DISTINGUISHING CHARACTERISTICS

The Senior Assistant City Attorney classification is distinguished from the Assistant City Attorney classification by the supervisory assignment over Litigation and Employment functions, or assignment to the Water and Natural Resources functions.

### REPORTING RELATIONSHIPS

Receives general direction from the City Attorney or from other management staff.

May exercise direct supervision over professional, administrative and other legal support staff, depending upon assignment.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of legal experience, including experience in municipal law. Experience in legal research in area of assignment is preferred.  <b><u>When assigned to Litigation and Employment:</u></b>  Three (3) years of experience in employment law and/or litigation.  <b><u>When assigned to Water and Natural Resources:</u></b>  Three (3) years of experience in water resource and/or environmental law.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Membership in good standing with the State Bar of Arizona.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide a wide range of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to provide highly difficult staff assistance to the City Attorney.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **When assigned to Litigation and Employment:**

- Supervise the litigation and law related employment support functions of the City Attorney's office; participate in the selection, training and evaluation of professional personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Oversee all civil litigation from notification through conclusion, including evaluating liability, determining strategies, preparing the cases (witnesses, experts, and exhibits), filing the appropriate legal paperwork, negotiating settlements, and/or arguing in court.
- Represent the City in civil litigation in State and Federal court in areas such as tort, real estate, contracts, forfeitures, tax hearings, housing hearings, and/or bankruptcy claims; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.
- Represent the City in State and Federal Appellate court and in arbitration matters; perform legal research; prepare appellate briefs and oral arguments.
- Provide legal advice to the Human Resources Manager and other departmental management in a variety of employment matters including the legal interpretation and application of City of Tempe policies and procedures; disciplinary procedures; employment law interpretation; and assisting in labor relations negotiations, as appropriate.
- Represent the City in hearings before the City's Merit Board, the EEOC, and other administrative agencies.
- May be required to prosecute traffic, criminal code and zoning violations and parole cases in City courts; prepare legal pleadings; research technical and scientific aspects of evidence; negotiate plea agreements; formulate trial strategies; and, interview and prepare witnesses to testify at trial.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances.
- Prepare legal opinions on proposals submitted to the City Attorney's office by City Council, boards and commissions and departments; research, draft, and propose new legislations or changes to existing legislation as required.
- Respond to and resolve difficult and sensitive employee inquiries and complaints as a designated City of Tempe safe haven; review and supervise the investigation of complaints provided by employees to the City Attorney's office; and, recommend solution.

- Perform related duties as assigned.

**When assigned to Water and Natural Resources:**

- Provide in-house legal counsel to the Water Utilities Manager, City Attorney, and other departmental management on water and natural resources issues; serve as legal expert for all regulations affecting the City of Tempe's water and natural resources, including the following areas: water rights, water supply, water quality, utility financing, wastewater processing, storm water channels, aviation and utility infrastructure.
- Prepare and ensure strategic and timely filing of legal contracts, administrative applications, and water and environmental permits; negotiate contracts and settlement agreements.
- Represent the City in civil litigation in State and Federal court in areas regarding water, environmental, and natural resources; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.
- Represent the City in State and Federal Appellate court and in arbitration matters; perform legal research; prepare appellate briefs and oral arguments.
- Prepares and/or directs the preparation of, responses to legal questions, legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents regarding City water and natural resources; serve as a legislative liaison to monitor legislation of interest and may attend and testify before various state legislative subcommittees.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances.
- Perform related duties as assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

**COMPETENCIES**

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective June 2004*

*Creation of Job Description was September 2005*